

LVS ASCOT

SENIOR SCHOOL BEHAVIOUR MANAGEMENT POLICY

Preamble

At LVS Ascot we believe that the behaviour of all pupils must be managed in a structured and caring manner. The objective of this policy is to allow staff the facility to manage and more importantly shape the behaviour of all pupils for the positive. The instruments by which this will be achieved are the positive education of all, rewards issued for positive achievements and sanctions issued to negative, disruptive and anti-social behaviour. We encourage all pupils to take responsibility for their actions and behaviour.

Aims

To ensure a positive and safe working environment for all
To encourage good behaviour
To allow all students opportunities to succeed
To encourage a respect for learning
To provide clear structures in which all can feel supported
To establish a culture of mutual respect

REWARDS

Praise

LVS Ascot seeks to establish a culture of promoting good behaviour and believes that all students should have opportunities to achieve success.

Every member of staff should understand their role in providing praise to reward good behaviour. In academic lessons verbal praise is used by all staff to indicate and reinforce success. Similarly, written feedback is given on work to indicate success and the marks should reflect levels of achievement. Each department has the responsibility for devising and implementing its own Learning and Assessment Policy, which will cover the appropriate use of written feedback. Each house gives verbal and written praise, following a review of effort marks in reports, hard work done over the course of a term and following tutor meetings, where the performance of tutees is discussed.

Commendations

Commendations are used by staff to highlight a particularly strong piece of work, or an act of positive behaviour that increases learning or the learning of others. Commendations will be recorded by the pupil in the homework diary, recorded as an event on the Virtual Learning Environment (VLE) and records kept in houses.

At given times in the term, department heads will put names forward for Headmistress' Commendations. These will be awarded half-termly, by the Headmistress at her discretion.

House Commendations

House Commendations can be awarded in any non-academic environment to reinforce and reward positive contributions to the life of the school. These are recorded by the Head of House and parents notified when students reach ten House Commendations.

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Colours

For achievement and commitment to Sport and Drama, students may receive colours (half or full at the discretion of the departments). The Physical Education Department and Drama Department sets out and manages the criteria and awarding of colours. In Music a medal system is operated (refer to Music Department Handbook) and students also access external instrumental examinations. Houses are also in a position to award colours.

Other Rewards

There are other areas within the school also offer reward systems for services to the department or achievement in a non-academic area.

The LRC awarding House points for service to the LRC

Rewards Ceremonies

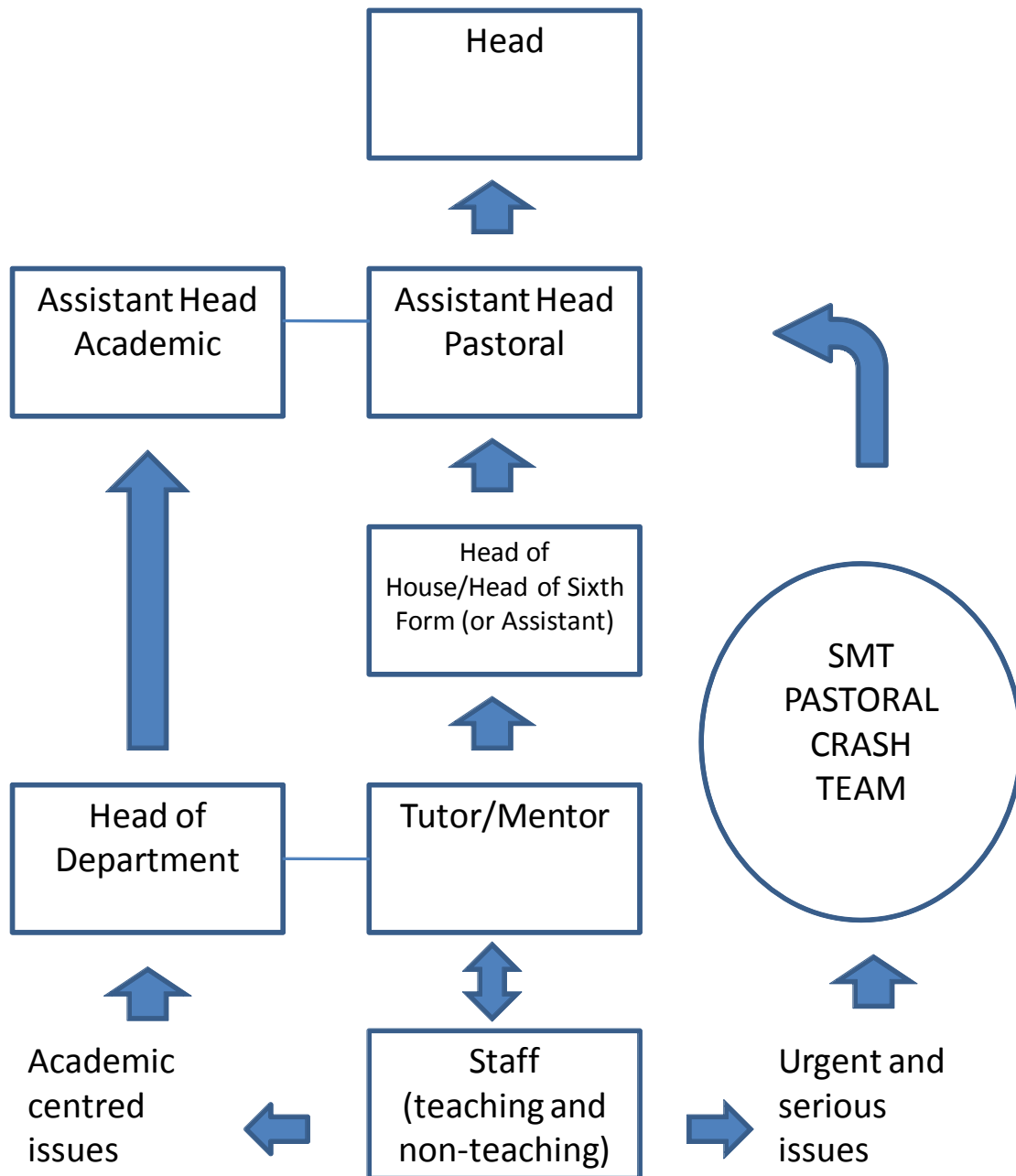
Success, academic or house based, personal and team achievements are celebrated through presentations in house, year group and whole school assemblies, as well as during house dinners and our annual prize-giving ceremony, President's Day.

Sanctions

When negative or anti-social behaviour occurs it must be challenged by staff, and all instances of negative behaviour require staff intervention. At LVS we believe that the most efficient and effective way to shape behaviour is through appropriate and immediate intervention. In many cases a verbal warning from a member of staff will suffice.

In addition to this however, staff must be prepared to involve the academic and pastoral systems to ensure sustained shaping of behaviour. Equally LVS must be prepared for the eventually that students may continue their negative behaviour despite initial warnings. The following diagram describes the way in which issues may develop.

LVS ASCOT – Desired routes for dealing with pastoral issues



LVS believes that staff have the ability to assess issues and respond as appropriate, and in addition it is important that staff have a clear structure that they can use when certain situations arise. The below table explains how specific issues can be dealt with.

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Issue	Responses
Academic Failure (Yrs 7-11) No prep or poor prep Disrupting the learning of others Lack of satisfactory academic application in class and/or prep work	Staff to follow incline in sanctions Appendix 3 and enter on the VLE events stream Pastoral Staff to be referenced at all stages
Uniform Breach (including Make-Up) (Yrs 7-11)	Staff warning Entry on VLE events stream Tutor intervention Head of House intervention House Detention, contact with parents SMT involvement (SMT may send student home to change)
Chewing gum (all students)	Gum collect SMT involvement
Unsociable behaviour (Yrs 7-11) Loutish behaviour Rudeness	Staff intervention and entry on events stream Tutor intervention Head of House intervention House Detention, contact with parents SMT involvement
Inappropriate Language (Yrs 7-11)	Head of House intervention SMT involvement
Bullying	Please refer to Anti-Bullying Policy SMT involvement to follow
Out of Bounds	Head of House to be informed immediately and will investigate
Lack of Attendance and Poor Punctuality	Staff involvement and referral to Head of House as appropriate SMT monitoring of attendance in lessons through PASS SMT involvement in repeat cases
Violence, Smoking, Alcohol, Drugs, Theft and Sexual Misconduct	Consultation with specific policies where appropriate and immediate referral to SMT and Headmistress

Each layer of intervention allows the student to adopt improved behaviour and thereby avoid an incline in sanctions. Staff must assess the severity of each incident and then assess at which stage to enter the sanction structure. For Boarding specific sanctions please refer to Boarding Principles and Practice. SMT Involvement may result in Saturday Detention, Suspension or Exclusion (please refer to Exclusion Policy). At no stage will LVS use corporal punishment or nuisance punishments.

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SMT CRASH TEAM 2011/12

This table will ensure that when emergencies* arise in school, staff are able to access members of the SMT. This table will be lodged with reception, Helen Austin and Lynn Humphreys. In addition all Head of House will have a copy of the table so that they may access SMT for assistance.

	1	2	3	4	5
MON	CWJ	CCW/CWJ	CCW/CDD	CCW/CDD/CWJ /KJA	CCW/CAC
TUE	CDD/KJA	CDD/KJA	CCW/CDD/CW J	CDD/KJA/CAC	CCW/CDD/KJA
WED	CCW/CDD/CWJ/ KJA	CDD/KJA	CCW/CDD/CA C	CCW/CDD/CWJ	CCW/CDD
THU	CCW/CWJ	CDD/CAC	CCW/CWJ	CCW/CDD/CWJ	CCW/CDD/CWJ
FRI	CCW/CDD/CWJ	CCW/CAC	CCW/CDD/CW J	CCW/CWJ	CDD/CAC

- The name in red will be the first point of contact and the names in black may be available to assist, or could swap with the name in red if needed
- The names in red must ensure that they are contactable or have organised a swap
- Should a member of staff be unable to raise the member in red, they would then seek the next name on the list

*Definition of Emergencies

- Violent episode, that is ongoing
- Drug taking
- Alcohol consumption on site
- Missing pupil
- Urgent parental request

Community Sanctions

Where appropriate, all staff may issue community sanctions. These sanctions must observe any Health and Safety issues (for example gloves will be issue for chewing gum collection), and must not demean the student. Students may be asked to assist in tasks within a department, or be involved in tidying parts

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of the school. It is felt that this sanction allows the student to provide a useful service to the community as well as reflecting on the reason for the sanction.

Appeals

Members of staff, who wish to appeal with regards sanctions given to pupils, may do so in writing to the Headmistress.

Pupils who wish to appeal with regards sanctions given, should speak to their Head of House. Should the sanction have been issued by the Head of House, they should speak to the Deputy Head Pastoral and/or Headmistress. This can be done in writing and access to the pupil complaints procedure will be clear.

Should a parent wish to appeal, they may do so in writing to the Headmistress and may access the complaints procedure at any time.

Review

This policy will be reviewed annually.

Reviewed January 2012

Reviewer C Cunningham-Watson

This policy must be reviewed no later than: January 2013

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APPENDIX 1 -

BEHAVIOUR MANAGEMENT – A GUIDE TO BEST PRACTICE

The following guidance is issued to all staff and students to ensure a safe and effective beginning and end to each lesson. All staff are expected to ensure that this guidance is followed.

Before

All students are to wait outside the relevant classroom or changing area until a member of staff invites them to enter.

Students are to move quickly and safely to their seats or changing space.

During

There should be a formal start (meet, greet, introduction) to each lesson.

Learning objectives of the lesson should be explained clearly.

Each lesson should end with a plenary to reinforce learning.

Timings must be clear, and enough time left at the end for the setting and explanation of prep, changing, or any other administrative tasks.

After

Staff are to ensure that pupils are correctly dressed before they leave the lesson.

The teaching space should be left tidy and clean (including a clean board)

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APPENDIX 2 – CLASSROOM CODE

Before Each Lesson

All students are to wait outside the relevant classroom or changing area until a member of staff invites them to enter.

Students are to move quickly and safely to their seats or changing space.

During Each Lesson

There should be a formal start (meet, greet, introduction) to each lesson.

Learning objectives of the lesson should be explained clearly.

Each lesson should end with a plenary to reinforce learning.

Timings must be clear, and enough time left at the end for the setting and explanation of prep, changing, or any other administrative tasks.

Pupil behaviour should be of a high standard.

After Each Lesson

Staff are to ensure that pupils are correctly dressed before they leave the lesson.

The teaching space should be left tidy and clean (including a clean board.)

Classroom Code

- Ensure that you have all relevant equipment before the lesson and can start work immediately
- Wait quietly outside each lesson until your are invited into class
- Ensure that your behaviour in lessons is always of a high standard
- Leave each lesson smartly dressed and move swiftly to the next lesson

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APPENDIX 3 – THE INCLINE OF SANCTIONS

Behavioural

When students breach acceptable levels of behaviour, staff will intervene. The severity of the issue will dictate the level of response and also dictate which level of sanction may be imposed. The sanctions available for these events are as follows.

Verbal Warning

The member of staff involved will issue a verbal directive with regards the behaviour, and advice as to how to avoid this behaviour again.

Verbal Warning and Referral to Tutor (on VLE events stream)

The tutor will become involved in discussions with a view to allowing the student the opportunity to cease the behaviour in question

Upon repeated offences the issue will be referred to the Head of House and further sanctions are available there.

Academic:

First Warning - Verbal Warning

An imposition to be used in cases where work has been done poorly without adequate justification (given the ability and circumstances of the pupil), or has not been done at all. The completed work should normally be returned after no more than 2 working days. As a guide the work set as a First Warning should be of a level equivalent to the work not/poorly done. An entry on the events stream may support this, for information only.

Home Supervised Work

When a verbal First Warning does not improve the situation an entry on the event stream is issued and the pupil must complete the work at home to a level equivalent to the work not/poorly done.

Lunchtime Department Detention

A detention set and supervised by the teacher concerned in cases where there have been repeated incidences of lower sanctions or where the magnitude of the poor/absent work is sufficiently large (as in an overdue GCSE project). In certain cases multiple lunchtime detentions to obtain a substantial piece of work may be used after consultation with the Head of House. The detention should normally be for the first 30 minutes of lunch break and would take precedence over all other activities. The detention should normally be done within three working days. Tutors and Head of House will be informed through the event stream and via e-mail. It may also be appropriate to discuss the problem and possible solutions with the Head of Department at this and subsequent stages.

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After School (Departmental) Detention

A detention of between 30 and 60 minutes supervised after school by the teacher concerned or Head of Department. At least 24 hours notice must be given to parents. Staff setting the detention should write to Liz Reddy so that an e-mail is sent to parents, and the relevant Tutor must be copied in to that e-mail.

Should there be further transgression, at this point the issue will be referred to the Head of House and appropriate member of SMT for further action.

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APPENDIX 4 – HEAD OF HOUSE INCLINE OF SANCTIONS ACADEMIC AND BEHAVIOURAL

Work/Behaviour/Attendance Report

Set by Head of House in cases where there are problems with work/behaviour/attendance across a range of subjects. Not all subjects need to be included. Work report would normally last no longer than three weeks. Parents should be informed by letter by Head of House. The Report Card must be signed each day by the parent and Tutor. The Head of House will sign the report every week.

Head of House Detention

The Head of House can issue detentions on an individual basis in consultation with the Tutor, subject teachers and/or Head/s of Department, as appropriate. A Head of House Detention is to be used in addition to, rather than in place of, a subject detention. A Head of House Detention will normally be issued for recurrent misdemeanours (work/behaviour/attendance) across several subjects; subject specific issues will be sanctioned within Departments. Alternatively a Head of House Detention can be issued for non-work related inappropriate behaviour. The Head of House Detention will normally take place after school, on a day convenient to the Head of House. The Head of House, who will also contact home and send a confirmatory letter, will supervise the 60minute detention. At least 24 hours notice must be given to parents. Staff will email Liz Reddy who will email home in turn.

During a Head of House Detention the student can complete prep or coursework, and he/she will be given an exercise that reflects his/her misdemeanour and encourages him/her to reflect constructively on the issue.

Head's Saturday Detention

A Saturday Detention is a most serious sanction, next only to a period of suspension. It can only be given by a member of senior management for a particular incident or on the recommendation of a Head of House or Head of Department. A Saturday Detention Form should be passed to a member of SMT to initiate the process. It can be given for:

- Poor behaviour
- A serious breach of school rules
- The culmination of a number of misdemeanours where other sanctions have proved ineffective
- Failure to turn up for an after-school detention, or it can be given for an ongoing failure to do work, particularly in the GCSE years.

This will last for 2 hours, from 9.30am to 11.30am. The detention will be supervised by a duty member of SMT and work will be set by the Head of House or Tutor. One week's notice will be given to the parents/guardians who will be informed in writing by the SMT responsible for issuing the detention.

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The student must report to the Headmistress at 8.30am, or on arrival at school on the Monday morning following the Saturday detention.

Contracts

Following serious breaches of discipline, students may be placed on a contract specific to the breach of discipline. This will be written by the appropriate member of SMT and agreed with student and parents, usually in person.

Internal Suspension

Internal suspension will only be used as a temporary sanction to remove a student from a potentially explosive situation.

Temporary Exclusion

Only likely to be used in extreme cases, and only by the Headmistress. Issued with a final written warning, following a meeting of all concerned with the Headmistress.

Permanent Exclusion

Please refer to the Exclusion Policy